JUSTICE CONSENT ORDER RECORD OF TRAINING

Name: Jerred Necaise Date: 7/16/01
Address: 19104 Jabour DR
City: SAUCIER State: MS Zip: 39574
Telephone No.: (228) 831-3476
Facility Assignment (if known):
Hire Date: 1/16/01 Rank/Position (if known) CorrectionAl Officer
Class Date: 7/14/01
I have received a copy of the case U.S. versus Harrison County, specifically known as the Consent Judgment in addition to the 2 nd and 3 rd Supplemental Reports following same.
The above documents have been fully explained to me and I acknowledge receipt of a copy of same.
I understand and hereby agree to comply with the terms, conditions and obligations set forth in the above order and supplements to the best of my ability in my duties as an employee of the Harrison County Sheriff's Department.
Conjecto: Cant Taylor

Copies to: Capt. Taylor

Capt. Lacy

HARRISON COUNTY SHERIFF'S DEPARTMENT -- INMATE HANDBOOK ADULT DETENTION CENTER

HANDBOOK ISSUED TO

Jerred Necaise

Signature

DATE HANDBOOK ISSUED

7/17/01

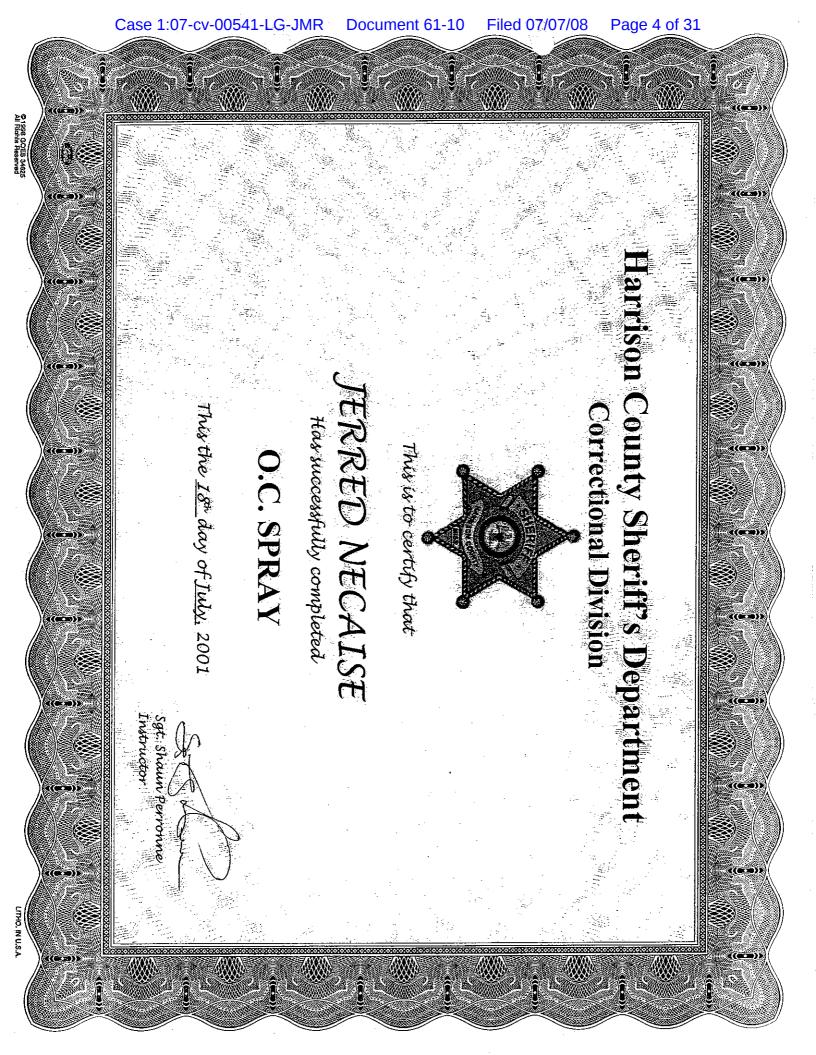
This manual is issued to you as an employee of the Harrison County Sheriff's Department Correctional Division.

Major Dianne Gatson-Riley Director of Corrections This is to acknowledge that I received a copy of the Harrison County Adult Detention Center Policy and Procedure Directives. I understand that if I should resign or be terminated I will be responsible for returning the completed copy in with my issued equipment.

Employee's Signature

Date Issued

Issuing Employee



HARRISON COUNTY SHERIFF DEPARTMENT TRAINING RECORD

NAME: NECAISE, JERRED

BADGE #: 221

DATE HIRED: JULY 16, 2001

NOT WOLLD STORY	DATE	TRAINING HOSIDS
O.C. SPRAY CERTIFICATION	49_114_04	ZIVI.
- VINCILOUS	10-100-01	CINY
	19-Jul-01	40 HRS
	10-Aug-01	1 HRS
IN-SERVICE TRAINING CORRECTIONS EMERGENCY POLICY	3-May-02	1.5 HRS
ACA PROGRAM AUDIT	9-May-02	15 MIN
	30-May-02	1 HRS
OLEORESIN CAPSICUM "OC" SPRAY CERTIFICATION	21-Jun-02	3 HRS
DEFENSIVE FACILIES	19-Jun-02	Š
BASIC CORRECTIONAL OFFICER'S TRAINING	21-Jun-02	80 HRS
I AGE CONTROL HOLD 1 M.A.C.H.	25-Jun-02	NIM OF
MECHANICAL ALVANIAGE CONTROL HOLD 3 M.A.C.H. 3	2-Jul-02	NIW O#
	23-Jul-02	2 HRS
C.E.K.1. BASIC IRU OUT	1-Aug-02	5 HRS
BASIC CORRECTIONAL OFFICER'S TRAINING	6/21/03	
80 HK COUKSE	9/1/03	
- 14	3/18/04	4HOURS
	5/13/04	3 HOURS
THE TRIFTED TO THE TOTAL	8/21/04	15 MIN
DATE OF THE PROPERTY OF THE PR	9/8/04	45 MIN
CRIME SCENE	9/11/04	15 MIN
DECURITY SUPERVISION	9/22/04	15 MIN
RIOLS AND DISTURBANCES	9/23/04	15 MIN
INTERPORT AND DESCRIPTION	30-Nov-04	15 MIN
ONITORNI AND PERSONAL APPEARANCE	3-Dec-04	NIM ST
ALTINIA IIVE ACIION PLAN	7-Dec-04	15 MIN
DENTAL PREVIOUS	8-Dec-04	15 MIN
DENIAL OFICES	12/10/04	15 MIN
CENTRAL CONTROL	17-Dec-04	15 MIN

Modular Title: CONTROL ROOM Performance Objective: Following demonstration by the designated Field Trainer, the trainee will safely and securely monitor inmates and the block/sections. Answer Trainee Performs Successfully Trainee Reads/Review task (Proficiency Test Completed) requests by telephone, intercoms, and radio. Control and verify counts, control and document access in and out of the block/sections, and conduct and monitor visits/church FTO Explains and Trainee explains a demonstrates Trainee Explains Trainee Practices services. Properly notate all activities relating to medical. Demonstrates demonstrates document 1) ENTER CONTROL ROOM AND NOTIFY CENTRAL-RECEIVE BRIEFING FROM ON DUTY OFFICER. 2) REVIEW ALL PAPERWORK, GREEN BOOK, POST ORDERS, AND CONFIRM COUNTS ON POPULATION SHEETS. 3)EXIT CONTROL ROOM AND NOTIFY CENTRAL-MEET WITH OFFICERS TO CONDUCT SAFE/ACCURATE COUNTS. 4) CONDUCT COUNTS SAFELY, ACCURATELY, QUICKLY, IN ACCORDANCE WITH A.C.A. STANDARDS. 5) UPON COMPLETION OF COUNTS, SIGN TO VERIFY ON POPULATION SHEETS AND RE-ENTER CONTROL ROOM. 6)NOTIFY CENTRAL OF ENTRY TO CONTROL ROOM AND THAT COUNTS ARE VERIFIED/CLEARED-ASSUME DUTY. 7) MONITOR ALL SECTIONS AND MAKE AN ENTRY ON YOUR LOG STATING WHAT WAS OBSERVED(EVERY 30 MINUTES). THIS CAN BE TIME APPROXIMATE. 8) ANSWER RADIO AND TELEPHONE-ALSO ANSWER INTERCOM AND INMATE REQUESTS AS NEEDED. 9) MAINTAIN ALL MOVEMENT IN YOUR BLOCK-IN/OUT OF YOUR BLOCK USING PROPER FORMS/DO CELL CHANGES. MONITOR ALL STAFF TO ENSURE THEIR SAFETY IN BLOCK. 10) DOCUMENT ALL RECREATION RELATED ACTIVITIES-ALL MEALS IN/SERVED/OUT-WHAT WAS SERVED-# TRAYS. 11) ACCURATELY MAINTAIN POPULATION SHEETS-IF ON MIDNIGHT SHIFT CONDUCT ACCURATE RE-WRITE. THIS SHOULD BE ACCOMPLISHED WITHIN TWO(02) HOURS. 12) PROPERLY BRIEF ONCOMING OFFICER AND ENSURE ALL PAPERWORK/BOOKS/FORMS WERE UTILIZED PROPERLY. DO NOT LEAVE UNTIL PROPERLY RELIEVED. I certify that proficiency was demonstrated by the above trainer compening this task on 13.4 (date) FTO Trainer

Trainee DePuty Neca 1se 221 Chapter Modular Title: CONTROL ROOM Collins 254 Performance Objective: Following demonstration by the Trainee Performs Successfully designated Field Trainer, the trainee will safely and task securely monitor inmates and the block/sections. Answer Traince Reads/Review document requests by telephone, intercoms, and radio. Control and Trainee Explains and demonstrates as verify counts, control and document access in and out of Explains and Trainee explains a demonstrates Trainee Practices the block/sections, and conduct and monitor visits/church services. Properly notate all activities relating to medical. FTO I) ENTER CONTROL ROOM AND NOTIFY CENTRAL-RECEIVE BRIEFING FROM ON DUTY OFFICER. 2) REVIEW ALL PAPERWORK, GREEN BOOK, POST ORDERS, AND CONFIRM COUNTS ON POPULATION SHEETS. 3)EXIT CONTROL ROOM AND NOTIFY CENTRAL-MEET WITH OFFICERS TO CONDUCT SAFE/ACCURATE COUNTS. 4) CONDUCT COUNTS SAFELY, ACCURATELY, QUICKLY, IN ACCORDANCE WITH A.C.A. STANDARDS. S)UPON COMPLETION OF COUNTS, SIGN TO VERIFY ON POPULATION SHEETS AND RE-ENTER CONTROL ROOM. 6)NOTIFY CENTRAL OF ENTRY TO CONTROL ROOM AND THAT COUNTS ARE VERIFIED/CLEARED-ASSUME DUTY. 7) MONITOR ALL SECTIONS AND MAKE AN ENTRY ON YOUR LOG STATING WHAT WAS OBSERVED(EVERY 30 MINUTES). THIS CAN BE TIME APPROXIMATE. 8) ANSWER RADIO AND TELEPHONE-ALSO ANSWER INTERCOM AND INMATE REQUESTS AS NEEDED. 9) MAINTAIN ALL MOVEMENT IN YOUR BLOCK-IN/OUT OF YOUR BLOCK USING PROPER FORMS/DO CELL CHANGES. MONITOR ALL STAFF TO ENSURE THEIR SAFETY IN BLOCK. 10) DOCUMENT ALL RECREATION RELATED ACTIVITIES-ALL MEALS IN/SERVED/OUT-WHAT WAS SERVED-# TRAYS. 11) ACCURATELY MAINTAIN POPULATION SHEETS-IF ON MIDNIGHT SHIFT CONDUCT ACCURATE RE-WRITE, THIS SHOULD BE ACCOMPLISHED WITHIN TWO(02) HOURS. 12) PROPERLY BRIEF ONCOMING OFFICER AND ENSURE ALL PAPERWORK/BOOKS/FORMS WERE UTILIZED PROPERLY. DO NO LEAVE UNTIL PROPERLY RELIEVED. I certify that proficiency was demonstrated by the above trainee concerning this task on 3-2/0 4 (date) FTO Collins Traince Mecaise

Corrections Division

Proficiency Certification Report

Trainee	J. NECAISE #221	F.T.O. A. KELLY #181
Date	09-23-04	Page 01 of 01

Narrative: Give a brief description of training conducted today and outcome.

F.T.O. Kelly carried out the proficiency test on Officer Necaise for the position of Control Room Officer. Officer Necaise successfully explained and demonstrated all tasks and performance objectives for this post. END OF REPORT.

Trainee's Signature

Chapter	Traine FTO	ee)e(] 4 1	15 6 0	2)	
Performance Objective: following demonstration by the designated Field Trainer; the trainee will: Conduct safety and security operations, control access in and out of booking area, registering on the proper logs persons who enter and exit. Professionally answer the telephones and provide information. The primary function of this post is to be in control of access and departure of all persons.	Trainee Reads/Review task document	FTO Explains and Demonstrates	Trainee explains as FTO demonstrates	Trainee Explains and demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
1)Enter the booking control room and secure the door. Receive a briefing from the on-duty deputy regarding daily events. 2)Sign post orders and assume the duties of booking control-controlling all exiting and entering of the booking areas.						
3)Document all agencies, and all inmates coming in and out of the facility. Example: Court, hospital, funeral, etc.						
4)Monitor the security cameras and report any unusual incidents to the on-duty supervisor,	5.7 cm.					
5)Monitor the two security gates and allow access and exit to those who are authorized. Always check for identification on vehicle.			.i.			
6)Demonstrate the proper technique for opening both gates at the same time during an emergency(firetruck, ambulance, etc.)						
7)Control access and exit to the holding tanks in booking as directed by the booking staff-control on/off of telephones.	7					1
8)Restrict access to anyone with a firearm on, excluding law enforcement using the elevator for upstairs access.	320	3.69	5.0g	yo.c	3.04	3-06
9)Notify S-1 when any inmate(s) departs/returns through booking control by either ambulance or transport for the hospital.	7	K)	7	3	7. J	5
10)Answer the telephone for limited information to those calling for bonds, releases and general inquiries.	9	4	5	0	7	0
11)Brief the oncoming staff on all information in regards to booking and booking control.						
12)Upon departure from booking control, ensure that the relieving officer is fully briefed, and that the door is secure.	2	A	A Company	M	E E	AR
I certify that proficiency was demonstrated by the above trained correspond this task on (date)	Ž	3	5	<i>V</i>		
Trainee 2221					}	

Corrections Division

Proficiency Certification Report

Trainee	J. Necaise #221	F.T.O. <u>A. KELLY #178</u>
Date	9-23-04	Page 01 of 01

Narrative: Give a brief description of training conducted today and outcome.

F.T.O. Kelly carried out the proficiency test on Officer Necaise for the position of Booking Control Room Officer. Officer Necaise successfully explained and demonstrated all tasks and performance objectives for this post. END OF REPORT.

Trainer's Signature F.T.O's Signature

	rainee_ TO _	Ne	cysé.	DI .	-	
Performance Objective: Following demonstration by the designated Field Trainer, the trainee will: Conduct safety and security inspections of the perimeter. These areas include the fences, rooftops, parking lot, walkways, windows, doorways, and grassy areas.	Trainee Reads/Review task document	FTO Explains and Demonstrates	Trainee explains as FTO demonstrates	Trainee Explains and demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
1) Receive briefing from S-1 on any information that may concern the perimeter of the facility-such as risk inmates, construction areas, etc 2) Report to central to advise that you are now 10-08 on perimeter, and sign the perimeter keys out until the end of shift.						
3) Do a complete perimeter check of the fences/gates and verify that all is in order. Report any questionable areas immediately to S-1. 4) Do a complete roof check. Check for holes, all air vents, and make sure maintenance didn't leave any tools behind. 5) A30 minute activity watch will be conducted along with an outside security inspection checklist. 6) Do a complete check of all perimeter lighting and locks. Report any problems of maintenance to central control.						
7) Do a complete check of inner perimeter. Check the windows make sure theirs no holes in them, and man hole covers. 8) Report all security infractions to the S1 on duty.	9,33.04	4.25.0g	DOSC. 5	G-250%	6.32.0%	d. 35.96
I certify that proficiency was demonstrated by the above trainee concerning this task on 10 00 (date) FTO 11 12 27						

Corrections Division

Proficiency Certification Report

Trainee	J. Necaise #221	F.T.O. <u>A. KELLY #181</u>
Date	09-23-04	Page 01 of 01

Narrative: Give a brief description of training conducted today and outcome.

Officer Necaise has been assigned as Perimeter Officer in the past. When questioned about the post Officer Necaise advised F.T.O. Kelly that upon assuming Perimeter Officer duties he meets with the regular Perimeter Officer in the parking lot to get a briefing on any special events that may be happening.

Officer Necaise explained how to conduct a Security Check of the Outer Perimeter Fence and lighting. He pointed out what kind of discrepancies to look for, such as lights out, holes in or under the fence and to check all gates and locks and that while conducting an Inner Perimeter Fence Security Check to basically note the same type discrepancies as the Outer Perimeter Fence in addition to noting the locks on the sewer accesses and the condition of the sally port rocks and razor wire. F.T.O. Kelly advised Officer Necaise that while conducting an Inside Perimeter Security Check of all four blocks to walk approximately 10 to 15 feet away from the building. F.T.O. Kelly explained that from such a vantage point he could properly check all cell windows for damage or signs of tampering and inmate movements within the cell without actually having to peer into each cell unnecessarily. As with the Outer and Inner Perimeter Fence Security Checks, F.T.O. Kelly pointed out the discrepancies to look for. Officer Necaise has safely conducted Roof Security Checks and was advised, for safety reasons, that when it is raining, lightning, and/or high winds roof checks are not to be conducted.

Officer Necaise explained how to complete the Outside Security Inspection Checklist and the Outside Security Report after each security round and that it should read like a block log – log in start and stop times of each event (i.e. Outer Perimeter Fence Security Check, Inner Perimeter Fence Security Check, C/D Inside Perimeter, A/B Inside Perimeter, and Roof Security Check).

Officer Necaise successfully explained and demonstrated all tasks and performance

objectives for this post. END OF REPORT.

Trainee's Signature

F.T.O's Signature

18)

ChapterModular Title: ROVER	Traine FTO	e_ \	cuse	181		
Performance Objective: Following demonstration by the designated Field Trainer, the trainee will: Provide escorts of inmates, visitors, contractors, and staff to areas of the facility. At all times display safety and security techniques, respond to emergency requests, and assigned details.	Trainee Reads/Review task document	FTO Explains and Demonstrates	Trainee explains as FTO demonstrates	Trainee Explains and demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
1) Report to the de-briefing area at the beginning of the shift to sign in the post orders book, after having read them. 2) Receive briefing from the offgoing and oncoming rover and S-1.						
3) Receive and carry out any and all tasks assigned from the S-1.						
4) Assist all officers in need of help in any area(s) such as retrieving copies of forms, paperwork, and when possible relief from post.						
5) Properly escort inmates to and from the blocks, medical, church, C.I.D., attorney visits, etc At all times be security minded:						
6) Properly initiate and conduct a proper classification move from B/F to the blocks. At all times maintaining security and order - no talking.						
7) Properly check and verify that no inmates are together that are prohibited to be, by using the no contact book in de-briefing.					9	<i>M</i>
8) Demonstrate proper procedure for moving inmates from one area to another; include properly demonstrating proper handcuffing/shackling.	The state of the s	Ž	M	.0y	106	100
9) Keep central control aware of moves and when they are completed. If opposite sex are being moved, have central monitor.	2	13.0	32	R	4	0
10) While in hallways check all doors to make sure they are secured. 11) While in hallways check all areas for cleanliness, water spills, food trays, garbage, blue boats, and any other items to be stored.	9	, O	6	9	7	
12) Upon completion of your shift, properly brief the offgoing S-1,			-			
the oncoming S-1, and the oncoming rover. I certify that proficiency was demonstrated by the above	Z	A	K	7	X	\mathcal{L}
trainee expering this task on (date)	*	4	- X	B	K	
Trainee 19001					-	

Corrections Division

Proficiency Certification Report

Trainee	J. Necaise #221	F.	T.O. A. KELLY #181
Date	09-21-04		Page 01 of 01

Narrative: Give a brief description of training conducted today and outcome.

Officer Necaise has been assigned as Rover in the past. Officer Necaise reads and signs the Post Orders in de-briefing.

It was explained that the Rover will assist any Officer requesting copies or in need of any other assistance and when possible, short term/temporary relief from post.

Officer Necaise showed the proper way to escort inmates from their block to church, court, Medical, etc. and the proper use of restraints (i.e. daisy chain – cuffing all inmates left hand to chain prior to exiting block, cuff and shackle all B-Block inmates). Officer Necaise showed how to properly check and verify that no inmates are together that are on the "NO CONTACT" list prior to any movement. It was stressed that when escorting inmates, notify Central Control to monitor the movement, especially when inmates of the opposite sex are being moved.

Officer Necaise was reminded that Safety, Security, and Sanitation is every Officers responsibility and as Rover especially. Officer Necaise was reminded that while making security rounds, check all doors to ensure they are secured and check all passageways for cleanliness and safety conditions then report any discrepancies to the Shift Supervisor.

Officer Necaise has performed Classification Moves and explained that names should be double checked and I.D. bands verified (if they were issued) prior to making any move. If moving an inmate from B-F to general population the Rover must determine if the inmate has a full County Issue (2 sets of uniforms, mattress, mattress cover, 2 sheets, pillow, pillow case, blanket, towel, toilet tissue, cup, spoon, soap, toothbrush, and tooth paste) and if not, stop by Booking while in route to assigned block to obtain missing items.

In addition to the above, Officer Necaise was reminded that any orders or tasks received from the Shift Supervisor are also to be carried out.

F.T.O. Kelly carried out the proficiency test on Officer Necaise for the position of Roving Officer. Officer Necaise successfully explained and demonstrated all tasks and performance objectives for this post. END OF REPORT.

Traince's Signature

	Trained FTO	Chapter
Trainee Reads/Review task document FTO Explains and Demonstrates Trainee explains as FTO demonstrates Trainee Explains and demonstrates Trainee Practices Trainee Performs Successfull (Proficiency Test Completed)	eads/Review tas	Performance Objective: Following demonstration by the designated Field Trainer, the trainee will: Properly control and document access to secure areas, monitor staff/inmate movement in hallways, assist with sorting/documentation of U.S. mail when needed, and in a professional manner communicate telephonically by radio, and overhead speakers.
ts.		Read any/all information in regards to the pass-on book, memos, observation sheets. 2) Ensure that all keys are logged in/out and accounted for prior to relieving the on duty
wc		3) Ensure that all inmates are logged in/out accurately on the movement sheet, in coordination with the booking control officer. Transcribe inmate names onto new form if necessary – double check the accuracy with the sending control room or area. 4) Relieve the on duty central control officer and assume post for duty. Do not allow anyone to enter your area unless a sergeant or above, or if cleared by S-1 or higher.
port ine.	75	5) Answer all incoming telephone calls with "Harrison County Sheriff's Department Corrections Division, Deputy speaking, may I help you"? Direct all calls properly in accordance with the facility rules and regulations. Always be helpful. 6) Monitor all movements within your view concerning court, staff, inmates, and visitors. Be security/safety minded in regards to all activities that you observe. Report all security/safety infractions to the on duty supervisor, via southern line or telephone. 7) Monitor and track the locations of contractors working in coordination with the maintenance staff – keep S-1 informed of their work details/use of equipment.
B B B B B	,356.	8) Coordinate any/all emergencies by use of radio, southern line, and telephone. Also use the public address system for notification(s) or to direct staff. 9) Be familiar with all emergency contact numbers for police, fire, rescue, dispatch, and employees. Do not give out any telephone numbers unless cleared by S-1 or higher.
At	5	10) Access secure doors from the central control panel in a safe and secure manner. At all times monitor secure areas to see that they remain secure and clear of inmates. 11) Show proficiency in handling multiple tasks in a safe, secure, efficient manner. At times you may have to handle many tasks at the same time, especially during a busy
len 2332	3	12) Demonstrate the proper way to log and sort the U.S. Mail – always be on the alert for any suspicious package(s). If any concern immediately notify S-1 for assistance.
N N N N N N N N N N N N N N N N N N N		Traince Trainc
A. 25 W	7.230K	of U.S. mail when needed, and in a professional manner communicate telephonically by radio, and overhead speakers. 1) Enter central control and receive a briefing by the on duty central control operator. Read any/all information in regards to the pass-on book, memos, observation sheets. 2) Ensure that all keys are logged in/out and accounted for prior to relieving the on duty officer. All keys are to be stored in a secure manner, in their proper location/area. 3) Ensure that all inmates are logged in/out accurately on the movement sheet, in coordination with the booking control officer and assume post for duty. Do not allow anyone to enter your area unless a sergeant or above, or if cleared by S-1 or higher. 5) Answer all incoming telephone calls with "Harrison County Sheriff's Department Corrections Division, Deputy speaking, may I help you"? Direct all calls properly in accordance with the facility rules and regulations. Always be helpful. 6) Monitor all movements within your view concerning court, staff, immates, and visitors. Be security/safety minded in regards to all activities that you observe. Report all security/safety infractions to the on duty supervisor, via southern line or telephone. 7) Monitor and track the locations of contractors working in coordination with the maintenance staff – keep S-1 informed of their work details/use of equipment. 8) Coordinate any/all emergencies by use of radio, southern line, and telephone. Also use the public address system for notification(s) or to direct staff. 9) Be familiar with all emergency contact numbers for police, fire, rescue, dispatch, and employees. Do not give out any telephone numbers unless cleared by S-1 or higher. 10) Access secure doors from the central control panel in a safe and secure manner. At all times monitor secure areas to see that they remain secure and clear of immates. 11) Show proficiency in handling multiple tasks in a safe, secure, efficient manner. At times you may have to handle many tasks at the same time, especially du

Corrections Division

Proficiency Certification Report

Trainee	J. NECAISE 221	F.T	CO. <u>A. KELLY #18</u> 1
Date	09-23-04		Page 01 of 01

Narrative: Give a brief description of training conducted today and outcome.

F.T.O. Kelly carried out the proficiency test on Officer Necaise for the position of Central Control Room Officer. Officer Necaise successfully explained and demonstrated all tasks and performance objectives for this post. END OF REPORT.

Trainee' Signature

Chapter Modular Title: Medical Rover	Traine FTO	e <u>Ne</u> /	eais Uz	181	21	
Performance Objective: following demonstration by the designated Field Trainer; the trainee will: Provide safety and security in the medical ward. Control inmates in need of medical attention. The trainee will control access to and from the exam rooms and at times will escort inmates to and from the blocks.	Trainee Reads/Review task document	FTO Explains and Demonstrates	Trainee explains as FTO demonstrates	Trainee Explains and demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
Maintain Security in Medical Department at all times. Provide Security for Medical Staff. Transport Inmates to and from Medical.						-
Notify Shift Supervisor of any Medical Emergency. Never leave your duty post unless authorized by medical staff. Maintain Security of Medical Equipment and Medication						
at all times. Over all Security of Medicai Department, doors secure and Inmates Restrained. Make sure that no Inmate is left in Medical Department without Security.	M	D.	Jo.	96.	3-96	3-04
Escort Medical Staff and provide Security during Medication Pass. Properly Brief Officer relieving Medical Security. Perform all Duties as assigned.	9.33.1	6.331	R.S	9-33	9,0	6.5
I certify that proficiency was demonstrated by the above	7	W	2	<i>~</i>	7	3
trainee Toncerning this task on 9' \(\frac{3.04}{3.04}\) (date) Trainee	S	~~	A.	Ā	**	

Corrections Division

Proficiency Certification Report

Trainee	J. Necaise #221	 F.T.O. 🛕 KELLY #220
	•	
Date	9-23-04	Page 01 of 01

Narrative: Give a brief description of training conducted today and outcome.

Officer Necaise was given a copy of the Medical Rover Performance Checklist to read over. It was stressed that while assigned as Medical Rover, the Officer's main function is to provide security for the Medical Staff, Medical Department equipment and medications. The Medical Rover will escort Medical Staff and provide security during Medication Pass. At no time will an inmate and a Medical Staff member be left alone together. In the event of a Medical Staff member needing to examine a female inmate, there must be a female Officer present. At no time will an inmate be left in the Medical Department without an Officer being present, even if the inmate is secured in the Waiting Room. All three doors to the Medical Department Waiting Room must be secured while inmates are present in Medical.

The proper way to escort inmates to and from Medical and the proper use of restraints (i.e. daisy chain – cuff all inmates left hand to chain prior to exiting block, cuff <u>and</u> shackle all B-Block inmates) was discussed. Handcuffs and daisy chain cuffs may be removed only after entering then securing the Medical Department Waiting Room door.

F.T.O. carried out the proficiency test on Officer Necaise for the position of Medical Roving Officer. Officer Necaise successfully explained and demonstrated all tasks and performance objectives for this post. END OF REPORT.

Trainee's Signature

Page 19 of 31

	Chapter	Traine FTO	ee N (eais tellx	x F0	H —	
a b e p to	erformance Objective: following demonstration by the esignated Field Trainer; the trainee will: Conduct safety and security operations, control access in and out of ooking area, registering on the proper logs persons who nater and exit. Professionally answer the telephones and rovide information. The primary function of this post is to be in control of access and departure of all persons.	Trainee Reads/Review task document	FTO Explains and Demonstrates	Trainee explains as FTO demonstrates	Trainee Explains and demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
bin 22 ccc 33) fa 44) th 55) will 60 sa 77) by 80 en 10 bo 11 and 12 off I cc tra		JU 93.04	M 9.33.04	Ph 9.23.07	M 9.234	AL 9-03-04	Moses A
I c tra FT	ertify that proficiency was demonstrated by the above inde stracerning this task on	B	A		AN .	* * * * * * * * * * * * * * * * * * *	美美

Corrections Division

Proficiency Certification Report

Trainee	J. Necaise #239	F.T.O. <u>A. KELLY #181</u>
Date	9-23-04	Page 01 of 01

Narrative: Give a brief description of training conducted today and outcome.

F.T.O. Kelly carried out the proficiency test on Officer Necaise for the position of Booking Control Room Officer. Officer Necaise successfully explained and demonstrated all tasks and performance objectives for this post. END OF REPORT.

Tramee's Signature

ChapterModular Title: Front Desk	Traine FTO	ee	leca.	ise c X 181	901	
Performance Objective: following demonstration by the designated Field Trainer; the trainee will: Conduct operations of the front desk and lobby to assist with bonds, visits, telephone calls, and direct any and all persons with requests in a professional manner. 1) Receive a briefing from the off-going watch as to the status of any	Trainee Reads/Review task document	FTO Explains and Demonstrates	Trainee explains as FTO demonstrates	Trainee Explains and demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
pending items relating to the Front Desk. Read and sign post orders. 2) Conduct a sanitation security, and fire/safety hazard inspection of the lobby area at the beginning of each shift and immediately upon the completion of the last visitor leaving the facility. 3) Greet all visitors to the facility with professional courtesy. Register all visitors in the perspective visitation log (i.e. bond, attorney, minister, or general). Ensure the visitor's name is on the inmate's visitation list. Inform visitors of the dress code for visitation, the rules of visitation and storage of all personal property in lockers. 4) Notify Control Room Officers what inmates have visitors standing by and what time the visit will commence. 5) Monitor all visitors while they are in the lobby. Ensure there is no smoking in the lobby. Notify the Shift Supervisor of any situations that could cause the termination of a visit or in the case of unruly visitors. 6) Ensure the accuracy and completeness of pre-release bond documents and perform bond duties in accordance with HCADC policy and procedures. 7) Issue a cash bond receipt to the person presenting cash for a cash bond after verification of the amount of cash by the Shift Supervisor and the Front Desk Officer. 8) Answer incoming phone calls in the following manner: "Harrison County Sheriffs Department, this is Deputy, may I help you?" Ensure to release only authorized information about inmates, i.e. if it is on the PUB screen, it may be released.	Jo. 22.00	DN 93504	Jose 7. 35.04	98 9-38-04	AN 7-28-04	923.4

Corrections Division

Proficiency Certification Report

Trainee	J.NECAISE #221	F.T.O. A. <u>KELLY</u> #181
Date	09-23-04	Page 01 of 01

Narrative: Give a brief description of training conducted today and outcome.

F.T.O. Kelly carried out the proficiency test on Officer Necaise for the position of Front Desk Officer. Officer Necaise successfully explained and demonstrated all tasks and performance objectives for this post. END OF REPORT.

Traince's Signature

Chapter	Traine FTO	e No Pe	Cais	l 22 181	<u> </u> _	
Performance Objective: Following demonstration by the designated Field Trainer the trainee will: Provide safety and security supervising all inmate activities within the block and sections. At all times be knowledgeable of inmate counts, requests and special requirements of the individual block assigned, to include recreation time. at all times monitor the safety of all staff and visitors to the block. Prepare inmates for transfer/receive arriving inmates. 1) ENTER THE BLOCK AND REVIEW ALL PAPERWORK PERTAINING TO THE INMATES, PASS-ON BOOK, POPULATION, OBSERVATION SHEETS, POST ORDERS, AND VISITOR LOGS. REVIEW PAST THREE(03) DAYS.	Trainee Reads/Review task document	FTO Explains and Demonstrates	Trainee explains as FTO demonstrates	Trainee Explains and demonstrates	Tramee Practices	Tra.nee Performs Successfully (Proficiency Test Completed)
2) CONDUCT A PROPER HEADCOUNT IN ACCORDANCE WITH A.C.A. STANDARDS; IN A SAFE, ACCURATE, AND TIMELY MANNER. 3) VERIFY AND CLEAR THE COUNT WITH THE CONTROL ROOM OFFICER, ASSUME FLOOR DUTIES. 4) CONDUCT AN ACCURATE INVENTORY OF ALL RESTRAINTS PRESENTLY ASSIGNED TO THE BLOCK. DOCUMENT IF ACCOUNTED FOR OR MISSING.						
5) INITIATE SAFETY/SECURITY INSPECTIONS IN ALL SIX(06) SECTIONS OF THE BLOCK/YARD/VISITATION AREAS. CONTINUALLY CHECK DURING YOUR SHIFT, NOTING ANY DEFICIENCIES/WORK ORDERS. 6) SERVE MEALS, ACCOUNT FOR ALL TRAYS ENTERING/EXITING BLOCK. NOTATE TIME IN, MENU, TIME OUT – NUMBER OF TRAYS IN/OUT. ALL TRAYS MUST BE ACCOUNTED FOR/HOLD TRAYS FOR INMATES OUT. 7) PROVIDE SECURITY ESCORT FOR MEDICAL STAFF DURING MEDICATION PASS – ALSO IF INMATE IS INJURED/ILL.						
8) PROVIDE SECURITY FOR RECREATION/YARD CALL – SUPERVISE AND DOCUMENT THE SECTION AND AMOUNT OF INMATES PRESENT ON THE EXERCISE YARD LOG(ALSO IN THE PASS-ON BOOK). 9) PROPERLY DEMONSTRATE PREPARING INMATE(S) FOR TRANSPORT OUT OF THE BLOCK(SEARCHING AND RESTRAINTS). PROPERLY NOTIFY ALL PARTIES INVOLVED(CONTROL ROOM, CENTRAL, ROVER). 10) INVESTIGATE ANY RULE VIOLATIONS IN THE BLOCK, AND ANY/ALL BREACH OF SECURITY. DOCUMENT/NOTIFY ON DUTY SUPERVISOR. 11) PROPERLY HANDLE/DIRECT ALL INMATE REQUESTS TO THE PROPER AUTHORITY. DEMONSTRATE HANDLING A BASIC INMATE REQUEST IN	9.33 W	4.35.0%	133W	6-20-04	432.84	4.23.04
THE BLOCK. EXAMPLE: CLOTHING EXCHANGE, HYGIENE, ETC. 12) PROPERLY BRIEF ALL ONCOMING OFFICERS OF BLOCK INFORMATION AND ANY SPECIAL CONCERNS. HAVE ALL INMATES READY FOR PROPER HEADCOUNT. ENSURE ALL MOVEMENT HAS STOPPED/TELEPHONES OFF. I certify that proficiency was demonstrated by the above trainee experiming this task on 1-33-4 (date) FTO	争	A	\$	A	A.	A

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HARRISCA COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Proficiency Certification Report

Trainee	J. NECAISE #221	 F.T.O. <u>A.KELLY 181</u>
Date	09-21-04	Page 01 of 01

Narrative: Give a brief description of training conducted today and outcome.

F.T.O. Kelly carried out the proficiency test on Officer Necaise for the position of Floor Officer. Officer Necaise successfully explained and demonstrated all tasks and performance objectives for this post. END OF REPORT.

Trainee's Signature

ChapterModular Title: MEDICAL WATCH	Traine FTO	e_Ne	cais telly	e 22 / 181	<u> </u>	
Performance Objective: following demonstration by the designated Field Trainer, the trainee will: Provide safety and security to immates assigned to D/F by constantly monitoring and logging events. Properly document in the pass on book and any assigned observation forms as required. Contact medical staff through the control room if any inmate is in need of attention.	Traince Reads/Review task document	FTO Explains and Demonstrates	Trainee explains as FTO demonstrates	Trainee Explains and demonstrates	Traince Practices	Trainee Performs Successfully (Proficiency Test Completed)
1) ENTER D/F MEDICAL SECTION AND REVIEW ALL INFORMATION IN THE PASS-ON BOOK, POPULATION LAY-OUT, OBSERVATION SHEETS, VISITOR LOG. AND SIGN POST ORDERS. REVIEW LAST THREE(03) DAYS EVENTS. 2) CONDUCT A PROPER HEADCOUNT IN ACCORDANCE WITH A.C.A. STANDARDS; IN A SAFE, ACCURATE, AND TIMELY MANNER. 3) VERIFY AND CLEAR THE COUNT WITH THE CONTROL ROOM OFFICER.				·		
4) CONTINUALLY MAKE SAFETY/SECURITY CHECKS OF THE SECTION THROUGHOUT THE SHIFT TO ENSURE CARE, CUSTODY, AND CONTROL. 5) DUE TO THE FACT OF D/F BEING A MEDICAL SECTION, ENSURE THAT SANITATION AND HYGIENE ARE HIGHLY MAINTAINED.			i			
6) MAINTAIN A GOOD PROFESSIONAL RAPOR WITH THE INMATES IN D/F TO ENSURE ALL INMATES ARE SAFE AND RECEIVING PROPER CARE. 7) HANDLE ALL INMATE REQUESTS IN A TIMELY MANNER AND DIRECT THE ONES YOU CANNOT ANSWER TO THE PROPER AUTHORITIES.		·				Ü
8) BE AWARE OF ALL SUICIDAL INMATES, AS TO THEIR MEAL INTAKE, HYGIENE. ATTITUDE AND BEHAVIOR. ALWAYS KEEP A VISUAL. 9) SPEAK WITH MEDICAL STAFF FREQUENTLY IN REGARDS TO ANY TYPE OF CONCERN(S) ABOUT AN INMATE. UTILIZE THE CONTROL ROOM OFF-						-
ICER, S-I, OR THE NURSE ON THE BLOCK PASSING MEDICATIONS. 10) PROPERLY AND THOROUGHLY BRIEF THE ONCOMING OFFICER TO D/F TO ENSURE THAT ALL WATCHES, OBSERVATIONS, AND UNUSUAL/SERIOUS CONCERNS ARE BROUGHT TO NOTE. PROVIDE ALL CONCERNS. 11) FULLY UNDERSTAND AND ACKNOWLEDGE THAT AT NO TIME WILL ANY OFFICER LEAVE D/F FOR ANY REASON UNLESS CLEARED BY THE DIRECTOR OF CORRECTIONS AND/OR THE SHERIFF - *IMPORTANT*	F	4	¥	5¢	2	29
12) MAINTAIN A HIGH STANDARD OF CLEANLINESS – BE REMINDED THAT D/F IS A MEDICAL UNIT AND THAT UNIVERSAL PRECAUTIONS MUST BE USED AT ALL TIMES. C.P.R. AND FIRST AID CERTIFICATION MANDATORY. I certify that proficiency was demonstrated by the above	J-83-0	60.GC-b	9-338	6.33.	4.33.0	6e.b
trainee concerning this task on 4.33.04 (date) Trainee Trainee		A A	\$	李	3	重

ACA STANDARDS

ON, 1 <u>2 1704</u> , <u>1</u>	SERRED	NOCAISE	- . RECEIVED a 15-MINUTE BLOCK
	DD INT NIAI	MP.	

TRAINING ON ACA STANDARDS; CENTRAL CONTROL; DURING THE 1500-2300 HOUR SHIFTS BRIEFING.

DEPUTY SIGNATURE AND BADGE NUMBER

SHIFT SUPERVISORS/INSTRUCTOR

SGT. KENNETH ROGERS #161 SGT. EARNEST THOMAS #285

SHIFT TRAINING

ACA STANDARDS

ON, 121004C

JERRED NECHLIGERECEIVED a 15-MINUTE BLOCK

TRAINING ON ACA STANDARDS; DENTAL SERVICES; DURING THE 1500-2300 HOUR SHIFTS BRIEFING.

DEPUTY SIGNATURE AND BADGE NUMBER

SHIFT SUPERVISORS/INSTRUCTOR SGT. KENNETH ROGERS #161 SGT. EARNEST THOMAS #285

ACA STANDARDS

ON,	12080K JERRED	NECHISE	RECEIVED a 15-MINUTE BLOCK
		INTALAME	=

TRAINING ON ACA STANDARDS; SEXUAL HARASSMENT; DURING THE 1500-2300 HOUR SHIFTS BRIEFING.

DEPUTY SIGNATURE AND BADGE NUMBER

SHIFT SUPERVISORS/INSTRUCTOR

SGT. KENNETH ROGERS #161

SGT. EARNEST THOMAS #285

ACA STANDARDS

D NECALOC RECEIVED a 15-MINUTE BLOCK

TRAINING ON ACA STANDARDS; AFFIRMATIVE ACTION PLAN; DURING THE 1500-2300 HOUR SHIFTS BRIEFING.

DEPUTY SIGNATURE AND BADGE NUMBER

SHIFT SUPERVISORS/INSTRUCTOR SGT. KENNETH ROGERS #161 SGT. EARNEST THOMAS #285

ACA STANDARDS

ON,12-3-2004_

Stacker Noones

RECEIVED a 15-

MINUTE BLOCK

PRINT NAME

TRAINING ON POLICY AND PROCEDURES; Uniform and Personal APPEARANCE DURING THE 1500-2300 HOUR SHIFTS BRIEFING.

DEPUTY SIGNATURE AND BADGE NUMBER

SHIFT SUPERVISORS/INSTRUCTOR SGT. KENNETH ROGERS #161 SGT. EARNEST-THOMAS #285

ACA STANDARDS

ON, 11-30-2004______, I DERESTO NECRISE ____ RECEIVED a 15

MINUTE BLOCK PRINT NAME

TRAINING ON POLICY AND PROCEDURES; Chain of Command; DURING THE 1500-2300 HOUR SHIFTS BRIEFING.

DEPUTY SIGNATURE AND BADGE NUMBER

SHIFT SUPERVISORS/INSTRUCTOR
SGT. KENNETH ROGERS #161
SGT. EARNEST THOMAS #285
SGT. EDDIE COLLINS #254